

MICHIGAN



Office of Highway Safety Planning

P.O. Box 30634

Lansing, MI 48909

### **PARTICIPANTS AND EXHIBITORS**

Read the enclosed registration instructions carefully and register at [mi.train.org](http://mi.train.org). No telephone registrations will be accepted.

## **MICHIGAN TRAFFIC ENFORCEMENT TRAINING CONFERENCE**



### **TWO OPPORTUNITIES FOR FREE TRAINING**

**September 10-12, 2012**  
**Lexington Lansing Hotel**

**September 17-19, 2012**  
**Northern Michigan University**

## LANSING AGENDA\* SEPTEMBER 10-12

**MONDAY, SEPTEMBER 10**

9 A.M.	Registration Opens
11-11:45 A.M.	Welcome and Overview
11:45 A.M.-12:30 P.M.	Lunch
1-2:45 P.M.	Conducting Complete Traffic Stops
2:45-3:10 P.M.	Break
3:10-4 P.M.	Innovative Enforcement Strategies
4:15-6:15 P.M.	Exhibitor Set up

**TUESDAY, SEPTEMBER 11**

7 A.M.	Registration Opens
7 A.M.-5 P.M.	Exhibits Open
7:30-8:30 A.M.	Breakfast
8:30-9:30 A.M.	Prosecuting a Drugged Driver
9:30-10 A.M.	Break
10-10:45 A.M.	Traffic Risks and Officer Safety
10:45-11:45 A.M.	Motorcycle Crash Scene Management (Hands-on session)
12-1 P.M.	Lunch
1:15-2:15 P.M.	Distracted Driving: The Growing Epidemic
2:15-2:45 P.M.	Break
2:45-4:15 P.M.	Traffic Law Update

**WEDNESDAY, SEPTEMBER 12**

7:30 A.M.	Registration Opens
7:30-8:30 A.M.	Breakfast
8:30-9:30 A.M.	Portable Meth Labs: What Every Officer Should Know
9:30-11 A.M.	Policing With Purpose

\*Times are subject to change

## MARQUETTE AGENDA\* SEPTEMBER 17-19

**MONDAY, SEPTEMBER 17**

7:30 A.M.	Exhibitor Set up
9 A.M.	Registration Opens
9 A.M.-4:30 P.M.	Exhibits Open
10-10:30 A.M.	Welcome and Overview
10:30-10:45 A.M.	Break
10:45-11:45 A.M.	Prosecuting a Drugged Driver
12-1 P.M.	Lunch
1:15-2:15 P.M.	Commercial Vehicle Enforcement
2:15-2:30 P.M.	Break
2:30-4 P.M.	Traffic Law Update

**TUESDAY, SEPTEMBER 18**

7 A.M.	Registration Opens
7:30-8:30 A.M.	Breakfast
8:30-9:30 A.M.	Motorcycle Crash Scene Management
9:30-9:45 A.M.	Break
9:45-10:30 A.M.	Traffic Risks and Officer Safety
10:30-11:45 A.M.	Patrol Procedures
12-1 P.M.	Box Lunch (move to Michigan State Police Forensic Laboratory)
1-2:15 P.M.	Conducting Complete Traffic Stops/Motorcycle Crash Scene Management (Hands-on sessions)
2:15-2:30 P.M.	Break
2:30-5 P.M.	Conducting Complete Traffic Stops/Motorcycle Crash Scene Management (Hands-on sessions)

**WEDNESDAY, SEPTEMBER 19**

7:30 A.M.	Registration Opens
7:30-8:30 A.M.	Breakfast
8:30-9:30 A.M.	Portable Meth Labs: What Every Officer Should Know
9:30-11 A.M.	Policing With Purpose

\*Times are subject to change

## TWO OPPORTUNITIES FOR FREE TRAFFIC ENFORCEMENT TRAINING

The Michigan Office of Highway Safety Planning (OHSP) is hosting two free traffic enforcement training sessions this fall. The 2012 Michigan Traffic Enforcement Training Conference is being offered **September 10-12** at the Lexington Lansing Hotel in Lansing and **September 17-19** at Northern Michigan University in Marquette.

The three-day conferences are for law enforcement professionals who have a specific interest in traffic enforcement as a specialty. Road patrol officers will learn about current traffic safety issues and increase their skills on how to better use traffic enforcement as a means to reduce traffic deaths, injuries, and crime.

Attendance is limited to two officers per law enforcement agency on a first-come, first-served basis. Officers must choose between the Lansing and Marquette locations. Preference will be awarded to officers based on proximity to the conference location.

If additional officers from an agency would like to attend, e-mail Jean Shattuck at [shattuckj@michigan.gov](mailto:shattuckj@michigan.gov) with "Waiting List" in the subject line. If space is available, officers on the waiting list will be notified after August 24.

**CONFERENCE REGISTRATION DEADLINE IS AUGUST 24**

### LODGING

OHSP will provide hotel accommodations for officers traveling more than 60 miles from their work location to the conference sites. The Lexington Lansing Hotel is the official hotel for the Lansing conference and the Holiday Inn of Marquette will serve as the hotel for the Marquette conference.

Double occupancy is required and officers must indicate a roommate preference or one will be assigned. E-mail [shattuckj@michigan.gov](mailto:shattuckj@michigan.gov) with "Hotel Reservations" in the subject line to request a hotel room.

**HOTEL RESERVATION DEADLINE IS AUGUST 8**

### MEALS

Breakfast and lunch will be provided at the conferences. E-mail special meal needs such as vegetarian, gluten-free, or food allergies to [shattuckj@michigan.gov](mailto:shattuckj@michigan.gov) with "Meal Request" in the subject line.

**SPECIAL MEAL REQUEST DEADLINE IS AUGUST 24**

## HOW TO REGISTER

Attendees and exhibitors must register for the 2012 Michigan Traffic Enforcement Training Conference online at [mi.train.org](http://mi.train.org). Microsoft Internet Explorer should be used to complete registration.

Registrants must set up an account in the MiTrain system before registering if they do not already have an account.

### TO CREATE A MITRAIN ACCOUNT:

- » Go to [mi.train.org](http://mi.train.org)
- » Select *Create Account*, which appears under the login box on the left side
- » Agree to the TRAIN policies
- » Fill out all the necessary information on the subsequent pages (Do not hit the *Back* button at any time during the registration process.)
- » Answer the secret question at the bottom of the page (This question will be used as a security measure during the password retrieval process.)
- » Select *Michigan State Police* from the *State Group* options
- » Select up to three professional roles that best match your job description
- » Select up to three settings that best fit your work environment
- » Select *Next* when finished
- » Additional demographic information will be requested (This information is not required for registration.)
- » Select *Continue* to finish creating the account
- » When a confirmation screen appears, select *Continue* to begin registration
- » A confirmation e-mail will be generated (To receive e-mails from MiTrain, select the link in the e-mail.)



## PARTICIPANT REGISTRATION:

- » Go to [mi.train.org](http://mi.train.org)
- » Enter login name and password and select the *Login* button
- » Select *Course Search* at the top of the page
- » Select *By Course ID* on the left side of the page
- » Enter course number **1033780** for the **2012 Michigan Traffic Enforcement Training Conference–Lansing**
- » Enter course number **1034085** for the **2012 Michigan Traffic Enforcement Training Conference–Marquette**
- » Select the *Registration* tab at the top left of the page
- » Select the *Register for Conference* button
- » Select *Next*
- » Enter your MCOLES number, (if not applicable, enter N/A) then select *Next*
- » Verify personal information for accuracy and then select *Next*
- » Select *Complete Registration*
- » A confirmation e-mail will be sent

## EXHIBITOR REGISTRATION:

Exhibitor space will be available at both conference locations. Space is limited and on a first-come, first-served basis. The exhibit fee includes one, eight-foot skirted table, two chairs, power, and wireless Internet. Exhibitors are responsible for making their own hotel reservations by August 8.

### LANSING CONFERENCE SEPTEMBER 10-12

- » For-profit exhibit fee is \$100 and must be paid by credit card
- » Nonprofit exhibitors are free (E-mail [shattuckj@michigan.gov](mailto:shattuckj@michigan.gov) for registration instructions)
- » Refreshment breaks served in exhibitor area
- » **Set up:** Monday, September 10, 4:15-6:15 p.m. or Tuesday, September 11, at 7 a.m.
- » **Exhibit:** Tuesday, September 11, 7 a.m.-5 p.m. (one day only)
- » **Take-down:** Tuesday, September 11, 5-6 p.m.
- » The Lexington Lansing Hotel is the official hotel
- » Visit [www.lexingtonlansing.com](http://www.lexingtonlansing.com) or call (877) 322-5544 for hotel reservations

### MARQUETTE CONFERENCE SEPTEMBER 17-19

- » For-profit exhibit fee is \$25 and must be paid by credit card
- » Nonprofit exhibitors are free (E-mail [shattuckj@michigan.gov](mailto:shattuckj@michigan.gov) for registration instructions)
- » Refreshment breaks served in exhibitor area
- » **Set up:** Monday, September 17, 7:30-9 a.m.
- » **Exhibit:** Monday, September 17, 9 a.m.-4:30 p.m. (one day only)
- » **Take-down:** Monday, September 17, 4:30-5:30 p.m.
- » Holiday Inn of Marquette is the official hotel
- » Visit <http://mqmtmi.holidayinn.com/index.php> or call (906) 225-1351 for hotel reservations

## TO REGISTER AS A FOR-PROFIT EXHIBITOR:

- » Go to [mi.train.org](http://mi.train.org)
- » Enter login name and password then select the *Login* button
- » Select *Course Search* at the top of the page
- » Select *By Course ID* on the left side of the page
- » Enter course number **1033887** for the **2012 Michigan Traffic Enforcement Training Conference-Lansing Exhibitors**
- » Enter course number **1034086** for the **2012 Michigan Traffic Enforcement Training Conference-Marquette Exhibitors**
- » Select the *Registration* tab at the top of the page
- » Select the *Go to Step 2 of Registration* button
- » This will open a new window for the State of Michigan Payment Processing Center; click *Yes* to allow
- » Leave the Special Code blank and select *Continue*
- » Enter your MCOLES number, if applicable, and select *Continue* (If not applicable, leave blank and select *Continue*)
- » On the next screen select *Self* and select *Continue*
- » Select *Credit* and select *Continue*
- » On the next screen confirm all personal information is correct and select *Continue*
- » On the next screen review and verify the additional information is correct and select *Continue*
- » Under Payment Request, choose method of payment and select *Next*
- » Complete Payment Information and select *Next*
- » Select *Pay Now*
- » Course/Conference Payment Information screen will show that the payment was successful